

# Zen Internet Role Specification

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## **JOB ROLE: Senior HR Advisor – Interim 9 Month Maternity Cover**

### **Key Deliverables**

A vacancy exists for an Interim Senior HR Advisor to cover maternity leave in our busy Human Resources department where you will contribute to delivering a professional pro-active HR service and support to managers and staff.

As Senior HR Advisor you will act as the main point of contact and take a pro-active approach to responding to queries, resolving issues and providing advice on a wide range of Human Resources issues. Day to day responsibilities will include policy design & development, coaching and guiding line managers, assisting with salary planning, absence management, recruitment and undertaking a range of projects which focus on developing and improving the human resources function and supporting cross business initiatives.

The ideal candidate will have solid generalist HR experience gained in a professional, commercial environment, the confidence to influence and work in partnership with managers and the ability to analyse information and recommend practical best practice solutions within minimum supervision. Applicants must be able to work autonomously and as part of a team

### **Key Responsibilities**

- Guide line managers on formal and informal employee relations issues
- Participate and assist in formal employee relations and grievance cases
- Designed and implemented policies and deliver training to enable managers to adopt an effective people management approach
- Deliver induction sessions for new and aspiring managers
- Oversee the effectiveness of the company performance management process
- Providing guidance and advice to managers on pay and pay related decisions
- Manage the contractual relationship with welfare providers and oversee occupational health referrals
- Provide support and guidance to HR Advisor & Administrator
- Assist with recruitment & selection activities as needed
- Assist in the resolution of formal and informal grievances
- Chair & champion the company Respect at Work initiative
- Provide guidance and support to managers on performance, conduct & absence issues
- Oversee, review and implement HR procedures and process
- Assist with pay benchmarking and salary management
- Provide support and input into business change projects
- Attend regular meetings with department managers and respond to HR issues and concerns
- Coach and support line managers to get the best from their teams
- Work within HR to raise standards and improve the collective profile of HR within the business
- Compile regular HR management information

## **Candidate Profile**

- Previous experience in a similar stand-alone generalist HR role preferably gained in an IT, Technology or Service business
- Up to date knowledge of UK employment legislation
- Excellent communication skills
- The ability to influence and establish a partnering relationship with managers
- A flexible approach to work and a willingness to pull together to achieve team results
- Good organisation skills & attention to detail
- A self-starter with the confidence to recommend changes to existing practices
- Able to plan and prioritise own workload efficiently
- Ability to deal with difficult situations in a patient & friendly manner
- Proficiency in Microsoft packages (outlook, excel, word, powerpoint) & HR database management